



OPEN EXAMINATION

EXECUTIVE SECRETARY I

SACRAMENTO ONLY

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST	In Sacramento Only
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements as stated). This is an open examination. Career credits will not be granted.
HOW TO APPLY	Applications (STD 678) are available and may be filed in person or by mail with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, MS 15-59, Sacramento, CA 95814 or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P. O. Box 944243, Sacramento, CA 94244-2430. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
APPLICATION DEADLINE	FINAL FILE DATE: APRIL 14, 2005 Applications (STD 678) must be POSTMARKED no later than the final file date. Applications postmarked, personally delivered or received via interoffice mail after the final file date <u>will not</u> be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$2,822 - \$3,431 per month
QUALIFICATIONS APPRAISAL INTERVIEW	The examination will consist of a Qualifications Appraisal Interview. It is anticipated that interviews will be held during MAY/JUNE 2005 . Interviews will be held in Sacramento only. No reschedules of interviews will be allowed.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ELIGIBLE LIST
INFORMATION**

A departmental "Open" list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS
FOR ADMITTANCE
TO EXAMINATION**

NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE MINIMUM QUALIFICATION REQUIREMENTS FOR THIS EXAMINATION BY THE FINAL FILE DATE. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, or II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to this examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS****Either I**

In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.

OR II

Three years of experience in clerical work, at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

**SPECIAL
PERSONAL
CHARACTERISTICS**

A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.

**ADDITIONAL
DESIRABLE
QUALIFICATION**

Education equivalent to completion of the twelfth grade.

**SPECIAL
REQUIREMENTS**

Ability to type at a speed of not less than 45 words per minute. **At the time you complete your application you will be required to certify your ability to type 45 words per minute. NOTE: Successful competitors may be required to take a typing test at the time of appointment.**

THE POSITION

Under direction of the administrator of a major subdivision of a large State agency or a comparable level executive, incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

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**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**Scope:****A. Knowledge of:**

1. Modern office methods, supplies, equipment and procedures with particular reference to the work involved in the office of an administrative official.
2. Business English and correspondence.

B. Ability to:

1. Type at a speed of 45 words per minute.
2. Read and write English at a level required for successful job performance.
3. Direct the work of other support staff.
4. Perform difficult clerical work.
5. Keep difficult records.
6. Make briefs of reports and correspondence and compose letters or reports independently or from instructions, utilizing a wide knowledge of vocabulary, grammar, and spelling.
7. Perform minor administrative assignments independently.
8. Handle with courtesy and tact a wide variety of public contacts both on the telephone and in person.
9. Communicate effectively.
10. Understand and carry out directions following a minimum of explanation.
11. Analyze situations accurately and take effective action.

**VETERANS
PREFERENCE**

Veterans preference credit will be added to the final score of all competitors who are successful in the exam and who qualify for, and have requested these credits. Due to changes in the law, which was effective January 1, 1996, **VETERANS WHO ACHIEVE PERMANENT CIVIL STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities ACT (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request. Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department noted on the front.

If you meet the requirements as stated, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

(CONTINUED ON REVERSE SIDE)

GENERAL INFORMATION (Continued)

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (i.e., former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Mock Oral Interviews: Questions regarding mock oral interviews for promotional examinations should be directed to the California Department of Social Services, Equal Employment Opportunity Office at (916) 657-2326.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 944243
SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.